

Ronald Swanson

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SUMMARY OF QUALIFICATIONS

Organized professional who works well independently and as part of a team. Committed and capable of demonstrating excellent leadership abilities through involvement of diverse student activities. Strong ability to remain calm in stressful situations. Critical thinker who can analyze various scenarios in order to produce efficient solutions. Extensive experience in computer programs such as Microsoft Office, Google Apps and Adobe Photoshop and Illustrator.

EDUCATION

Rockland Community College, Suffern, NY

May 2021

A.A.S. Business Administration

- GPA: 3.7
- *Phi Theta Kappa*
- *National Society of Collegiate Scholars*

EXPERIENCE

Vernon View School, Palisades, NY

9/2019 -1/2020

Development Assistant Intern

- Coordinated fundraising events to benefit school
- Assisted with setting up, facilitating, and cleaning up during activities on campus
- Conferred with staff members to decide if events were profitable enough to conduct the following year

Public Safety, Rockland Community College, Suffern, NY

6/2019 - 1/2020

Student Assistant

- Communicated with officers regarding the status of all campus activities
- Maintained security of dispatch and office areas
- Responded to phone inquiries and directed calls to appropriate personnel

Sports Academy, Rockland Community College, Suffern, NY

6/2017 - 8/2019

Camp Counselor

- Supervised young children while playing sports
- Worked with other counselors to oversee the activities and safety of children
- Intervened and managed conflict between campers when necessary
- Brainstormed ideas on how to engage campers to promote emotional and social development

VOLUNTEER EXPERIENCE

American Cancer Society, Suffern, NY

10/2020

- Raised money for annual fundraising walk
- Distributed snacks and waters to participants

CLUBS

Student Activities Board

9/2019-Present

President

- Facilitate weekly meeting meetings with club leaders
- Collaborate with board members to decide how to allocate funds to various campus clubs
- Advertise special events via various social marketing platforms

COMMITTEES

- Food Service Committee
- Guided Pathways
- Diversity Council